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**Agenda**  
**Public Records Board**  
**1:30 – 4:00 PM – August 24, 2015**  
**816 State Street, Wisconsin Historical Society**  
**Murphy Conference Room, 3<sup>rd</sup> Floor**

1. Call to Order
2. Approval of June 1, 2015 meeting minutes \*
3. Comments from Chair
4. Committee Reports
  - a. Records Management Committee \* (Naab)
    - i. RDA Checklist
    - ii. 3<sup>rd</sup> Quarter Index
      - a) Procedures vs Instructions
      - b) Extension Request
    - iii. Functional Template
  - b. Records Resource Management Committee (Broady-Rudd)
  - c. Records Officers Council (Thompson)
  - d. Policy Committee (Blessing)
5. Other Business
  - a. Guidance for Managing Social Media Records
6. Adjourn

Next scheduled meeting: Novemebr 16, 2015.

**\* Scheduled Action Items**